The National Testing Initiative of the Kyrgyz Republic
Final Report on Project Activities and Accomplishments
March 2003- March 2005

Prepared by The American Councils for International Education, ACTR/ACCELS
And The Center for Educational Assessment and Teaching Methods

March 19th, 2005

This final report covers the period from September March 20th, 2004, to March 19th, 2005. The report contains key results accomplished during the life of the project as well as a brief overview of the means utilized to achieve those results. The project's monitoring and evaluation plan is utilized as the benchmark for assessing project results and impact. Finally, the report contains a section on lessons learned and recommendations for further action in support of the new testing center. Specifically, this report consists of the following sections:

1. **Overview**

2. **The Establishment of the Testing Center**

    a) **Governance**
    b) **Institutional Development**
    c) **Income Generated and Contracts Earned**
    d) **Personnel Trained**
    e) **Tests Created and Administered**

3. **Government and Public Relations**

    a) **Education Laws and Presidential Decrees**
    b) **Public and Grass Roots Support**

4. **Overcoming Corruption**

5. **Lessons Learned and Test Center Sustainability**

Overview

The American Councils for International Education is pleased to report the all major goals and objectives for the implementation of the National Testing Initiative have been realized by the completion of the project on March 19th, 2005. The Center for Educational Assessment and Teaching is not only up and running, but is performing well, generating income, enjoys public and high level support, and is ascertaining additional contract work.

2. The Establishment of the Testing Center

Governance

Officially charted in March of 2004, the Center for Educational Assessment and Teaching Methods (CEATM), from here on referred to as "the center," has a strong institutional foundation based on regulations, policies and procedures for all center management and financial activities. The most essential institution for the center's efficient and transparent operation is the **Board of Trustees.** The Board of Trustees was selected by American Councils with input from key stakeholders and comprises representatives of the education, NGO, business and government sectors (see appendix one for list of board members). Since inception, the board has convened twice and resolved crucial center issues such as the decision to enlarge the board and the establishment of the test price 2005. Communication with the center and the board occurs on a regular basis through email correspondence and the provision of informational bulletins and reports. All board members have signed conflict of interest statements to ensure ethical governance.

In addition, board members conducted an independent tender and selected the company to perform the first financial audit of the test center in January of 2005. In addition to offering guidance and business advice, board members have also appeared on TV, met with President Akaev and the Minister of Education, and made public presentations on behalf of the center. American Councils is very pleased with the enthusiasm of the board and with their desire to promote and protect the interests of the center.

Finally, the center has a board- approved charter and mission statement, is registered with the tax authorities, and maintains a board of trustees handbook which outlines all working board procedures.

Institutional Development

The center has an operations manual, job descriptions for each employee, systems for maintaining strict financial procedures and control. Key institutional operations documents include:

Personnel and Financial Management

- Operations Manual (policies on personnel, vacation, sick leave, financial transactions, procurement, financial reporting, standardized accounting system)

Security Policies

- Rules of staff on office access, equipment use, and material access (these rules are critical for an organization that works with testing materials).
- Rules for standard operations of security guards for checking personal materials of item developers and other personnel with limited access to sensitive materials.
- Procedures for working with publishing houses (standards for security of premises and personnel).

- Guidelines for preparation/transport/storage of secret materials (access, control, responsibility).

Test Development

Test Administration

Copyrighted Publications and other Reports

The center also has a strong foundation in terms of infrastructure, material base, library, and equipment (see appendix two). The center is centrally located, pays affordable rent, and has the resources to maintain current operations.

Publications
Brochures on test and enrollment
Test Reports
Scientific Articles Copyrighted
Study Guides
Tests (all languages)
Website
Brochures on CEATM
Power Point Presentations
Posters on Test Registration and Administration

Test Administration Materials
Registration forms
Rules and forms for Registration
Handbooks for Test Administration
Training Materials for Test Administration

Technical Handbooks
Item Creation/ Training Materials for Item Development
Management/IT
Translation Guidelines and Contracts for short term workers

Indicators of the Project Team Performance

ITO Development Outputs: Deliverable Description	Indicators	Year One: March 03 - March 04											
	Indicators	Baseline	Q1T	Q1A	Q2T	Q2A	Q3T	Q3A	Q4T	Q4A	Status	Y1T	Y1A
Deliverable #1	Mission Statement Completed	0	0		0		1	1	0		complete	1	1
Deliverable #2	Charter Completed	0	0		0		1	1	0		complete	1	1
Deliverable #3	ITO Registered and Functioning	0	0		0		1	0	0	1	complete	1	1
Deliverable #4	Board of Directors Installed	0	0		0		0		1	1	com. 07/01	1	1
Deliverable #5	Core Staff Training: Financial	0	0		0		0	1	0		complete	0	1
Deliverable #6	Core Staff Training: Management	0	0		0		0		0		n/a	0	0
Deliverable #7	Core Staff Training: Fundraising	0	0		0		1	3	0		complete	1	3

ITO Development Outputs: Deliverable Description	Indicators	Year Two: March 04-March 05											
	Indicators	Baseline	Q1T	Q1A	Q2T	Q2A	Q3T	Q3A	Q4T	Q4A	Status	Y2T	Y2A
Deliverable #5	Core Staff Training: Financial	0	0		0		1	0	0			1	
Deliverable #6	Core Staff Training: Management	0	0		0		1	0	0			1	

Training Outputs: Deliverable Description	Indicators	Year One: March 03 - March 04											
	Indicators	Baseline	Q1T	Q1A	Q2T	Q2A	Q3T	Q3A	Q4T	Q4A	Status	Y1T	Y1A
Deliverable #1	Main Test: Item Writers Trained (proficient)	30	0		0		15	18	15	10	complete	60	58
Deliverable #2	Main Test: Item Writer Trainers	0	0		0		6	10	0		complete	6	10
Deliverable #3	Subject Test: Item Writers Trained (proficient)	0	20	10	0		0	9	20	25	complete	40	44
Deliverable #4	Subject Test: Item Writer Trainers	0	0		0		4	2	0		complete	4	2
Deliverable #5	Test Administrators Trained	100	800	600	0		0		0		complete	900	700
Deliverable #6	Test Registrars Trained	0	150	133	0		0		0		complete	150	133

*The number of administrators and registrars necessary for '04-05 will be determined only after the completion of a financial analysis of test administration '03. These numbers may be drastically reduced depending on the administration plan for the next year. Also, in the event that nothing is altered, the number of trained administrators during the second year will be less than in' 03 because ITO will utilize previously trained administrators. The '04-05 targets are final, cumulative targets over the life of the project.

Training Outputs: Deliverable Description	Indicators	Year Two: March 04 - March 05											
	Indicators	Baseline	Q1T	Q1A	Q2T	Q2A	Q3T	Q3A	Q4T	Q4A	Status	Y2T	Y2A
Deliverable #1	Main Test: Item Writers Trained (proficient)	58	0		15	20	15	10	0			**88**	
Deliverable #2	Main Test: Item Writer Trainers	10	0		0		4	4	0			**14**	
Deliverable #3	Subject Test: Item Writers Trained (proficient)	44	0		10	8	20	5	10			**84**	
Deliverable #4	Subject Test: Item Writer Trainers	2	0		0		8	8	0			**10**	
Deliverable #5	Test Administrators Trained	700	200	364	0		0		0			**1100**	
Deliverable #6	Test Registrars Trained	133	50*	1,800	0		0		0			**200**	

* In 2004 the registration plan was changed to include the training of every school director in the country. Registration was conducted at the school level. This explains the dramatic increase in numbers in registrars trained.

Test Outputs: Deliverable Description (and Language)		Year One: March 03 - March 04											
	Indicator	Baseline	Q1T	Q1A	Q2T	Q2A	Q3T	Q3A	Q4T	Q4A	Status	Y1T	Y1A
Deliverable #1	Core Tests (10 variations of R,K,U),	15	15	15	0		5	3	10	5	ongoing	30*	23
Deliverable #2	Chem/Bio. Subject Tests (10 each of R,K,U) +10	0	30	30	0		0		10	10	complete	40*	40
Deliverable #3	English/German Subject Tests, 12	0	8	8	0		0		4	4	complete	12*	12
Deliverable #4	Study Guides (R,K)**	0	1000**	1114	0		3500	95	3500	2105	ongoing	8000	3314
Deliverable #5	Brochure on Test Rules (R,K,U)	0	1		0		0		0		complete	1	1
Deliverable #6	Brochure on Enrollment Procedures	1	1		0		0		0		complete	1	1

*Targets for Q1 are for 2003 test - tests developed in Q3 & Q4 are for the 2004 test. Test construction data is not cumulative over life of project
**Targets indicate sales goals.

Test Outputs: Deliverable Description (and Language)		Year Two: March 04 - March 05											
	Indicator	Baseline	Q1T	Q1A	Q2T	Q2A	Q3T	Q3A	Q4T	Q4A	Status	Y2T	Y2A
Deliverable #1	Main Tests (10 variations of R,K,U), q= 42,000)	n/a*	0		10	0	10	5	10			30*	
Deliverable #2	Chem/Bio. Subject Tests (10 each - R,K,U), 14,000	n/a	5	5	0		10	4	15			30*	
Deliverable #3	English/German Subject Tests, 8	n/a	4	4	0		2	4	2			8*	
Deliverable #4	Study Guides (R,K)**	n/a	5,000	1,500	3,000	10	2,000	0	2,000			12,000	
Deliverable #5	Brochure on Test Rules (R,K,U), q= 40,000	n/a	1	1	0		0		0			1	
Deliverable #6	Brochure on Enrollment Procedures, q= 40,000	n/a	0	1	0		0		0			0	

*There are no baselines as there deliverables are generated every year.
**Targets indicate sales goals.

Impact of New Regime on Education System: Deliverable Description (and language)		Year One: March 03 - March 04											
	Indicator	Baseline	Q1T	Q1A	Q2T	Q2A	Q3T	Q3A	Q4T	Q4A	Stat.	Y1T	Y2A
Deliverable #1	Number of NGO monitors for Enrollment Process	2*			200	153					complete	200	153
Deliverable #2	Percentage of Girl Scholarship Winners	52%			50%	63%					complete	50%	63%
	Percentage of Rural Girl Scholarship Winners	N/A			50%	66%					complete	50%	66%
Deliverable #3	Percentage of non-Urban Scholarship Winners	62%			70%	64%					complete	70%	64%
Deliverable #4	Test Results Review (feedback for the general public: E,R,K)*	Not published					250	4000			complete	250**	4000
Deliverable #5	Measuring Academic Success of Students	to be collected					8-10%				incomplete	8-10% improvement	
	Academic Success of Scholarship students (report for universities: E, R)	Not published					50				incomplete	50	
Deliverable #6	Percentage of Directors Supporting Independent Testing (director survey)	N/A					80%			87%	complete	80% support	87% support
Deliverable # 7	Guidance Feedback (report for educators: E,R,K)	N/A							500	0	incomplete	500	0

* In 2002 the only observers of the enrollment process were project team representatives.

Impact of New Regime on Education System: Deliverable Description (and language)		Year Two: March 04 - March 05											
	Indicators	Baseline	Q1T	Q1A	Q2T	Q2A	Q3T	Q3A	Q4T	Q4A	Status	Y2T	Y2A
Deliverable #1	Number of NGO monitors for Enrollment Process	153	250	70								403	223
Deliverable #2	Percentage of Girl Scholarship Winners	63%			50%	60%						50%	
	Percentage of Rural Girl Scholarship Winners	66%			50%	62%						50%	
Deliverable #3	Percentage of non-Urban Scholarship Winners	64%			70%	60%						70%	
Deliverable #4	Test Results Review (feedback for the general public: E,R,K)*	2000			500	2000						500*	
Deliverable #5	Validation Study of Test Results	0	1									Acceptable range of correlation	
Deliverable #6	Measuring Fight Against Corruption (director surveys)**	87%					90%	X				90%	

* number of copies produced for key stakeholders
** Funding permitting, an independent contractor will conduct a survey.

Revenue Targets: Deliverable Description	2003 Test (Soyuz)		2004 Test (Center)										
	baseline	Q1T	Q1A	Q2T	Q2A	Q3T	Q3A	Q4T	Q4A	Q1T	Q1A	Y1T	Y1A
Examination Fees	0	$46,195	$46,195	.00	n/a			$120,487	$144,602	$21,262.	$21,007	$187,945	$211,804
Teacher Training Methodology Courses	0	.	.	.00	n/a							0	
Test Preparation Sales (15% purchase @ 3$/net)	0	.	$3,494.00	.00	n/a	$1,620	$323	$9,180	$7,308	$1,500	$3,205.5	$12,300	$14,330
Teacher Training in Assessment	0	.	.	.00	n/a								
Total Gross Revenue	0	$46,195	$50,144	.00	n/a	$1,620	$323	$129,667	$151,910	$22,762	$24,212	$200,244	$226,134
Total Net Revenue (gross revenue minus tax loss)*	0	$32,337	$35,101	.00	n/a	$1,482	$227	$90,700	$106,336	$15,993	$16,948	$140,241	$158,294

- These figures are estimates and while closely reflect actuals, they are not exact and official numbers.
- Tax loss has been calculated at approximately 30%. These numbers represent a prognosis up until March, 2004. To date, actual tax losses are considerably lower, under 20%. Therefore, the actuals left over are a bit higher than indicated.
- Grand total includes money collected through the "Soyuz" (2003) as well as money collected for the 2004 test through the center.

Revenue Targets: Deliverable Description	2005 Test							
	Q2T	Q2A	Q3T	Q3A	Q4T	Q4A	Y2T	Y2A
1. Examination Fees	.00		$21,150	0	$190,350		$211,500	
2. Teacher Training Methodology Courses	$200	0	$400	0	$1,400		$2,000	
3. Test Preparation Sales (15% purchase @ 3$/net)	$324	$30	$6,480	$95	$3,996		$10,800	
4. Teacher Training in Assessment	$60	0	$1,200	$2,000	$740		$2,000	
Total Gross Revenue	$584	$30	$29,230	$2,000	$195,486		$226,300	
Total Net Revenue (gross revenue minus tax loss)	$534	$20	$26,745	$2,095	$170,109		$181,040*	

* Year two assumes a 20% tax loss

Test Administration Outputs: Deliverable Description (and language)		March 03 - March 04											
	Indicator	Baseline	Q1T	Q1A	Q2T	Q2A	Q3T	Q3A	Q4T	Q4A	Status	Y1T	Y1A

	Indicator	Baseline	Q1T	Q1A	Q2T	Q2A	Q3T	Q3A	Q4T	Q4A	Status	Y1T	Y1A
Deliverable #1	Answer Sheets (R,K), q=15,000 '02: 40,000 in '03	2	2	2	0		0		0		improving*	2	2
Deliverable #2	Tear Off Talon & Registration Sheets (R,K)	0	1	1	0		0		0		improving	1	1
Deliverable #3	Test Score Certificates Designed and Printed (R,K)	0	0		5	5	0		0		improving	5	5
Deliverable #4	Security Protocols (R)	1	1	1	0		0		0		improving	1	1
Deliverable #5	Test Administration Handbook (R), q= 800	0	1	1	0		0		0		improving	1	1
* By "improving" we mean the main deliverable has been met but is always improved upon for further years. These core documents are always "works in progress."													

Test Administration Outputs: Deliverable Description (and language)		Year Two: March 04 - March 05											
	Indicator	Baseline	Q1T	Q1A	Q2T	Q2A	Q3T	Q3A	Q4T	Q4A	Status	Y2T	Y2A
Deliverable #1	Answer Sheets (R,K), q=15,000 '02: 40,000 in '03	n/a*	2	2								2	2
Deliverable #2	Tear Off Talon & Registration Sheets (R,K)	n/a	1	1								1	1
Deliverable #3	Test Score Certificates Designed and Printed (R,K)	n/a	5	5								5	5
Deliverable #4	Security Protocols (R)	n/a	1	1								1	1
Deliverable #5	Test Administration Handbook (R), q= 800	n/a	1	1								1	1
* as these documents need to be created every year , these totals are not cumulative over the life of the project.													